This Stan Gram is an informal source of information that may apply to your operations. Standardization and Training Messages (STMs) are still in effect and are the "official" source of policy related information. Constructive feedback is welcome.

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NGB-AVS-SS   **14 June 2010**

SUBJECT: Stan Gram 10-06, Changes to Flight Records Management at United States Army Aviation Center of Excellence (USAACE) and Army National Guard (ARNG) Aviation Training Sites (AATS)

Recently, the U.S. Army completed the transition to the Centralized Aviation Flight Records System (CAFRS). With the full implementation of CAFRS Army wide, the USAACE is changing the way they manage student flight records. This change includes the integration of electronic grade books in order to streamline training management, archiving of records, and tasking support. In addition, the Student Support Division will no longer initiate the DA Form 3513, Individual Flight Records Folder (IFRF), United States Army and Individual Aircrew Training Folder (IATF) or the initial DA Form 7122 (Crewmember Training Record) for flight school students. As a result, the first gaining unit will be responsible for creating the crewmember's IATF (including the initial DA Form 7122) upon their completion of flight training. Initial entries, i.e., Helicopter Overwater Survival Training (HOST), Survival, Evasion, Resistance, and Escape (SERE), Airframe Qualification, Night Vision Goggle (NVG) Qualification, etc., will be annotated on the DA Form 7122 by the first gaining unit using the dates of qualification provided on the DA Form 759 (Individual Flight Record And Flight Certificate) provided by Fort Rucker. While the USAACE will no longer prepare the IFRF, IATF and initial DA Form 7122, the Student Support Division will continue to prepare the original DA Form 759 upon the crewmember's completion of Initial Entry Rotary Wing (IERW) flight training and will issue the DA Form 759 series documents to the student upon out-processing at Fort Rucker. Graduates of IERW flight training will report to their first gaining unit with the DA Form 759 series documents. The 110th Aviation Brigade is currently requesting a change to AR 95-1 (Flight Regulations) that will support this change.

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Due to these changes, it is now necessary for all National Guard crewmembers attending any flying course at Fort Rucker, an ARNG AATS and Fort Huachuca – in either a Permanent Change of Station (PCS) or Temporary Duty (TDY) status – to hand carry their CAFRS PCS electronic flight record file and their original IFRF to the course reporting station. Prior to the crewmember's departure from home station, units will perform a PCS closeout with a remark to record the scheduled course as the reason for the closeout, e.g., "*Records closed 9 Jun 10 due to attending UH-60 IPC*". The closeout will be digitally signed in CAFRS by the commander, printed and then placed in the IFRF. After performing the PCS function in CAFRS, the CAFRS PCS file will be copied to a Compact Disk (CD) and placed inside the IFRF for transfer to the training location (Redundant electronic and hard copies). A change to FM 3.04-300 (Airfield And Flight Operations Procedures) reflects this new policy. Refer to the NOTE at the top of page 6-8 in FM 3.04-300, Change 1, dated 21 Apr 10.

Because of the Army's conversion to CAFRS, this is now a requirement for all flight courses. The absences of the CAFRS PCS file and IFRF for in processing is creating substantial and unnecessary work for the unit flight operation sections to transcribe the Training and Doctrine Command (TRADOC) flight data back into the CAFRS flight record. As the CAFRS program matures and the Army Enterprise Servers are brought online, the process of hand carrying the PCS file and IFRF to the schoolhouse will become automated. However, the automated process will be dependent upon the unit having network connectivity. In the interim, all ARNG personnel attending any flight-training course must hand deliver their IFRF and CAFRS PCS file on a CD when in processing. Failure to bring the CAFRS PCS file to any flying course will result in flight time not being recorded in CAFRS.

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